

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF CHAMPION FOREST FUND, INC.
HELD ON OCTOBER 27th, 2021, AT 6:00 PM, Via ZOOM TELECONFERENCE

DIRECTORS PRESENT:

Mary Matthews, President
Russell Hildebrand, Vice President
Kevin Jones, Director
Paul Cox, Director

DIRECTORS ABSENT:

Bruce Roloff, Treasurer

In Attendance:

Homeowners: Greg DiCioccio, Myron Shemek and Janee Broussard (CF Garden Club)
Also present were Amy Fontana of Monarch Landscape Management
Sgt. David Mathieu of Precinct 4 Constables Office
Shannon Lewis represented the Managing Agent, PMG Houston

Owner Forum:

Mr. DiCioccio stated that he has noticed a lot of post-storm debris in yards and streets. He asked that the HOA assist with asking residents to keep debris out of the streets and appropriately stored till trash day.

CALL TO ORDER:

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 6:08 PM by Mrs. Matthews. The Managing Agent assisted in recording the meeting minutes.

Contract Deputy Report - Sgt. David Mathieu

Sgt. Mathieu gave a brief report of the constables work in the previous month:

- Family Disturbance – suspect arrested
- Criminal Mischief call where owners garage was damaged
- Utilization of Flock data to support investigations

Cypress Forest Pud Report- Greg DiCioccio, PUD Board President

Mr. DiCioccio reported:

- The demolition of the Country club building and parking lot is nearly complete
- The CFPUD tax rate will be lowered from \$0.28 to \$0.27 with effect from 2022
- Both water plants have been winterized
- The emergency backup generator is ready for use if needed at water plant #2
- Discussions are ongoing with HCFCFCD regarding the disposition of the PUD land

Consideration of the Minutes:

On a motion duly made, the minutes of the Board Meeting of September 22, 2021 were approved.

COMMITTEE AND COMMUNITY REPORTS:

Grounds and Maintenance Report – Amy Fontana, Monarch Landscape Management

- Irrigation and planting installations at Herts and Manningtree are complete
- Mulch has been applied where needed
- Fall color will be installed in November
- Tree trimming proposal to come now that the county has completed their part
- Mrs. Fontana met with the Garden Club – they would like to make a donation to the HOA for landscape improvement projects. Mrs. Fontana will provide options for the Board to review

- Mr. Cox will conduct a landscape inspection with Mrs. Fontana this month and draft a 5-year plan for Board review and approval

Architectural Control Committee – Shannon Lewis:

- Mrs. Lewis reported that there were 17 applications and approvals that were reviewed and approved by the ACC since the September meeting. There have been several new applications in the last few days that are under review
- The drainage issue on Landau Park is being worked on with the owner
- Mr. Roloff is working on more detailed approval notifications to meet new legal requirements

Wall Committee – Myron Shemek:

- Section 7 Tranquil Park cul-de-sac wall repair is complete and has been approved for payment
- Masonry Solutions, Jorge Alarez met with the committee and reviewed several wall issues and is compiling estimates for the restoration works
- Harrow wall tree root issue is first priority for repairs and Knightrider column separation issue is next on the list. Once these repairs are complete, rehabilitation of the irrigation and garden beds at those locations can begin.

Website & Community Liaison Update - Mary Matthews:

- Mrs. Matthews discussed the signboards and how they need repairs or to be updated as they are aging. Minor repairs of the broken latches have been approved
- Mrs. Matthews asked Mr. Hilderbrand to look into options of replacing the signboards.
- The Board approved Mr. Hildrebrand to follow up request bids (not to exceed \$30,000 in total) for the replacement of all four (4) subdivision signboards

Flock Cameras – Mary Matthews:

- Mrs. Matthews reported that there have been a few issues with camera outages and that subsequently, Flock has agreed to compensate the Association for downtime, by extending the contract by 15 days without charge
- Mrs. Matthews and Security Liaison Lead, Mr. Mike Parsons of Estates at Windrush, continue to follow up with the Precinct on utilization of Flock data and training.

MANAGEMENT REPORT:

Financial Statements Review Ending September 30, 2021

- The operating account balance at the end of July was \$655,76.21 and the reserve account balance was \$458,907.38. Delinquencies outstanding total \$109,070.23

Deed Restriction Enforcement:

- During the month of October, there were 135 violations noted
- Violations included, but not limited to exterior maintenance and repair, exterior cleaning of the home, maintaining yards, pools, fences, unpermitted vehicles and unpermitted signage
- All violations on Board Action will be sent to the Board tomorrow for review
- Full color photos are viewable by the homeowner on their TownSq account
- Residents can contact PMG via TownSq, phone or email, with Board follow up if required

Legal Actions:

No accounts to discuss

Scheduling Of Next Meeting:

The next meeting of the Board of Directors of Champion Forest Fund, Inc. was scheduled for December 8, 2021, at 6:00 PM via Zoom

ADJOURN TO EXECUTIVE SESSION

The Board adjourned to executive session to discuss legal reports, accounts receivable

RECONVENED IN OPEN SESSION

Delinquencies:

- The first payment will be made for A/c 472-0438 on November 1 as per the settlement
- The Board discussed the delinquency resolutions.
Unpaid accounts are with the attorney's office for collections and cases are being monitored. Mrs. Matthews has sent bills to those with outstanding fees and several habitual delinquent cases have been closed in the last month with two foreclosures have been closed on by lenders

Legal:

- 472-7156 would like a hearing regarding legal fees and late fees. It was agreed that we can agree to waive the soft costs, but they must pay the hard costs that the association has been billed for. The owner has been notified in writing but has not responded or formally requested a hearing
- The Board will put together a formal handbook with their interpretation of the deed restrictions – Mr. Hildebrand will chair this effort.
- The Board will draft and resolve a Donation Policy to ensure that any donations to the Fund/HOA are approved by the Board and with specific understandings of ongoing responsibilities to ensure the Board does not obligate the Fund's assets or favor to donors.
- New legislation requires that the Architectural Control Committee be restructured. Mr Hildebrand has submitted a memo for Board review. Candidates for the revised committee being sought.

Policies:

- The Board approved PMG to draft the needed revised policies to bring the Association into line with the new September 2021 legislation. The policies have been drafted, approved, and filed
- The collection policy is complete and has been filed
- A new Management Certificate has been drafted, approved, and sent for filing

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:12 PM

Respectfully submitted: Recording Secretary _____

Approved as Correct:

December 8th, 2021 _____ Date



Mary Matthews Director